

SHELTON STATE COMMUNITY COLLEGE LIBRARY
MEMORANDUM

TO: Sully Cochrane *SC*
Tina Brooks *T.B.*
Tran Moore *T.M.*
Michele Shivers *MS*
Don Bell *DB*
Elizabeth Bradt *EB*
Mary Schellhammer *MS*
Lori Carver *LC*
Jean Mack *JM*
Jean Epps *-3/5 received JE*

FROM: Debbie Grimes *DG*

RE: Enclosed Long-Range Plan for 1997-2000

DATE: February 5, 1997

As we discussed at our meeting in January, I have worked on our long-range plan for the 1997-2000. Because of the move, we can see less clearly into our future; therefore, our goals are generally short-term and related to the move. Once this is past, we will be re-energized and ready to make true long-range projections for our library and AV services.

Please review these goals and make a copy if you wish. Then initial your name and pass this packet on to the next person on the list. The last person to read this should return the packet to me.

Please don't keep the packet more than 2-3 days! It won't take but a minute to look it over. This means I should have the packet back in my hands, with everyone's initials on it, by March 5, at the latest!

enc.

F O R M B . 0 1

1997--2000 UNIT PLAN WORKSHEET FOR: Library

SUBMITTED BY: Debbie Grimes, Director of Library Services

INSTITUTIONAL GOAL: 1
INSTITUTIONAL OBJECTIVE: 6
INSTITUTIONAL ACTIVITY:

UNIT TASK FOR 1997-1998: Conduct large-scale analysis and review of current periodical subscriptions, microfilm subscriptions, and bound periodicals in contrast to full-text databases (such as Ebsconet) available via Internet. Develop plan for best use of information technology to deliver current sources of information. [Continue where we left off]

MEASURES OF EFFECTIVENESS: Effectiveness will be measured by comparison of current methods with database methods; by user survey after changes have been made; by review of cost-effectiveness.

COMPLETION DATES: Spring 1998

TASK STAFF: Debbie Grimes, Mary Schellhammer, Library Staff/Faculty

FISCAL: No funds will be needed for analysis and planning; funds will be needed for subscriptions; Internet connection is essential to this project.

PHYSICAL: None needed until decisions are made regarding database and Internet access.

PRIORITY: 1

PERSON RESPONSIBLE: Debbie Grimes

DESCRIBE EXPECTED RESULTS: Internet access will be available; costs for newer technologies will be at least partially recovered through elimination of older technologies and paper and microfilm subscriptions.

BUDGET AVAILABLE:

F O R M B . 0 2

1997--2000 UNIT PLAN WORKSHEET FOR: Library

SUBMITTED BY: Debbie Grimes, Director of Library Services

INSTITUTIONAL GOAL: 1
INSTITUTIONAL OBJECTIVE: 6
INSTITUTIONAL ACTIVITY:

UNIT TASK FOR 1997-~~1998~~¹⁹⁹⁹: Complete move to new campus and re-establish library and AV services.

MEASURES OF EFFECTIVENESS: Effectiveness will be measured through annual user opinion surveys (if move is completed prior to beginning of Fall Semester 1997; if not, effectiveness cannot be meaningfully measured until library has been in operation on new campus for at least two semesters).

COMPLETION DATES: Spring 1998

TASK STAFF: Sully Cochrane

FISCAL: None required.

PHYSICAL: New campus library must be completed.

PRIORITY: 1

PERSON RESPONSIBLE: Debbie Grimes

DESCRIBE EXPECTED RESULTS: The new campus library will be established, furnished, and in operation. Library users will find a well-organized, accessible facility and collection of resources.

BUDGET AVAILABLE:

F O R M B . 0 3

1997--2000 UNIT PLAN WORKSHEET FOR: Library

SUBMITTED BY: Debbie Grimes, Director of Library Services

INSTITUTIONAL GOAL: 1
INSTITUTIONAL OBJECTIVE: 6
INSTITUTIONAL ACTIVITY:

UNIT TASK FOR 1997-1998: Identify and implement new modules/upgrades to library automation system; investigate move toward Windows environment for library system and databases. [Continue where we left off]

MEASURES OF EFFECTIVENESS: Effectiveness will be measured by identification of appropriate modules and/or change to Windows environment and cost-effectiveness of their acquisition and use.

COMPLETION DATES: Spring 1998

TASK STAFF: Debbie Grimes, Michele Shivers, Library Staff/Faculty

FISCAL: No funds will be needed for analysis and planning; funds needed for upgrades will be identified and budgeted for subsequent years.

PHYSICAL:

PRIORITY: 1

PERSON RESPONSIBLE: Debbie Grimes

DESCRIBE EXPECTED RESULTS: Internet access will be available; costs for newer technologies will be at least partially recovered through elimination of older technologies and paper and microfilm subscriptions.

BUDGET AVAILABLE:

F O R M B . 0 4

1997--2000 UNIT PLAN WORKSHEET FOR: Library

SUBMITTED BY: Debbie Grimes, Director of Library Services

INSTITUTIONAL GOAL: 1
INSTITUTIONAL OBJECTIVE: 6
INSTITUTIONAL ACTIVITY:

UNIT TASK FOR 1997-2000: Update and revise all printed handouts, policies and procedures, and Library Guide to reflect changes on new campus.

MEASURES OF EFFECTIVENESS: Effectiveness will be measured by completion of revisions and availability of these printed items for library users and staff.

COMPLETION DATES: Spring 1998

TASK STAFF: Debbie Grimes, Library Staff/Faculty

FISCAL: No funds will be needed for revisions; approximately \$300 will be needed for reprinting handouts and other information.

PHYSICAL: None needed.

PRIORITY: 1

PERSON RESPONSIBLE: Debbie Grimes

DESCRIBE EXPECTED RESULTS: All library handouts, policies, and Library Guide will reflect current practices at new campus.

BUDGET AVAILABLE:

F O R M B . 0 5

1997--2000 UNIT PLAN WORKSHEET FOR: Library

SUBMITTED BY: Debbie Grimes, Director of Library Services

INSTITUTIONAL GOAL: 1
INSTITUTIONAL OBJECTIVE: 6
INSTITUTIONAL ACTIVITY:

UNIT TASK FOR 1997-2000: Consider major re-vamping of LBS program in light of new statewide curricular requirements, unavailability of classroom at UA Gorgas Library, and Internet/WWW access to other libraries and information sources; develop proposal for review/approval by Dean

MEASURES OF EFFECTIVENESS: Effectiveness will be measured first by completion of a proposal for revamping the LBS program, then by student opinion surveys and grade analysis.

COMPLETION DATES: Spring 1999

TASK STAFF: Debbie Grimes, Library Staff/Faculty

FISCAL: No funds required.

PHYSICAL: None needed.

PRIORITY: 1

PERSON RESPONSIBLE: Debbie Grimes

DESCRIBE EXPECTED RESULTS: The LBS program will be revamped to effectively serve our student population and take advantage of resources available.

BUDGET AVAILABLE:

F O R M B . 0 6

1997--2000 UNIT PLAN WORKSHEET FOR: Library

SUBMITTED BY: Debbie Grimes, Director of Library Services

INSTITUTIONAL GOAL: 1
INSTITUTIONAL OBJECTIVE: 6
INSTITUTIONAL ACTIVITY:

UNIT TASK FOR 1997-2000: Develop public relations campaign to encourage students to take advantage of new campus library facilities and services, including establishing a relationship with area schools and high schools.

MEASURES OF EFFECTIVENESS: Effectiveness will be measured first by completion of a PR plan and agreement with area schools, then by library user opinion surveys.

COMPLETION DATES: Spring 2000

TASK STAFF: Debbie Grimes, Library Staff/Faculty

FISCAL: No funds required.

PHYSICAL: None needed.

PRIORITY: 1

PERSON RESPONSIBLE: Debbie Grimes

DESCRIBE EXPECTED RESULTS: Students, community members, and Shelton State employees will be well-informed about library and AV services.

BUDGET AVAILABLE: